7 January 1977

MEMORANDUM FOR: All Records Management Officers

STATINTL FROM   : [   ]
                            Chief, Information Systems Analysis Staff

SUBJECT   : Destruction of CIA Records

STATINTL REFERENCE   : [   ] dated 7 September 1976

1. As you are aware, our "moratorium" ended on 10 December 1976. However, before any CIA records can be destroyed the following approval and clearance authorizations must be obtained:

   a. The Archivist of the United States must approve our "Request for Records Disposition Authority".

   b. The Senate Select Committee on Intelligence and the House Select Committee on Assassinations must review and clear our Records Control Schedules and also inspect the records prior to their destruction.

   c. Finally, the Agency Records Management Officer must obtain the concurrence of the General Counsel, Legislative Counsel, Inspector General and Information and Privacy Coordinator prior to the actual destruction taking place.

2. Pending the above approvals, reviews and clearances you should take whatever steps are necessary to see that no records under your control are destroyed.

STATINTL   3. [   ] and including the above requirements, is in the process of being published.

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Attachment: DD/A Memo 76-6386 dtd. 28 Dec. 76

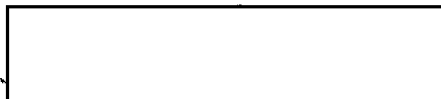76-6386

MEMORANDUM FOR: Chief, Information Systems Analysis Staff

FROM   :   John F. Blake
                    Deputy Director for Administration

SUBJECT   :   Special Procedures Regarding the Destruction
                    of Records

STATINTL   1.   The General Counsel has expressed concern that
until [   ] which is now in the process of being coordi-
nated, becomes effective, records may be destroyed before
they have been reviewed by his office to determine "whether
or not they are the subject of litigation or possible liti-
gation or are of interest in matters under investigation by
the Justice Department".

        2.   To preclude any such destruction from taking place,
you should take whatever steps are necessary to see that no
records under DDA control are destroyed prior to their being
reviewed by the Office of General Counsel. In addition, you
should also see that the records officers for the other
Directorates are provided the above information.

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